

# Regional Integrated Pest Management Centers

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**FY 2011 Request for Applications**

**APPLICATION DEADLINE: August 19, 2011**



**U.S. Department of Agriculture**

**National Institute of Food and Agriculture**

# **NATIONAL INSTITUTE OF FOOD AND AGRICULTURE; U.S. DEPARTMENT OF AGRICULTURE**

## **REGIONAL INTEGRATED PEST MANAGEMENT CENTERS**

### **INITIAL ANNOUNCEMENT**

**CATALOG OF FEDERAL DOMESTIC ASSISTANCE:** This program is listed in the Catalog of Federal Domestic Assistance under 10.303, Integrated Research, Education, and Extension Competitive Grants Program.

**DATES:** Applications must be received by close of business (COB) on **August 19, 2011 (5:00 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding. Comments regarding this request for applications (RFA) are requested within six months from the issuance of this notice. Comments received after that date will be considered to the extent practicable.

**STAKEHOLDER INPUT:** The National Institute of Food and Agriculture (NIFA) is requesting comments regarding this RFA from any interested party. These comments will be considered in the development of the next RFA for the program, if applicable, and will be used to meet the requirements of section 103(c)(2) of the Agricultural Research, Extension, and Education Reform Act of 1998 (7 U.S.C. 7613(c)(2)). This section requires the Secretary to solicit and consider input on a current RFA from persons who conduct or use agricultural research, education and extension for use in formulating future RFAs for competitive programs. Written stakeholder comments on this RFA should be submitted in accordance with the deadline set forth in the DATES portion of this Notice.

Written stakeholder comments should be submitted by mail to: Policy and Oversight Division; Office of Grants and Financial Management; National Institute of Food and Agriculture; USDA; STOP 2299; 1400 Independence Avenue, SW; Washington, DC 20250-2299; or via e-mail to: [RFA-OGFM@nifa.usda.gov](mailto:RFA-OGFM@nifa.usda.gov). (This e-mail address is intended only for receiving comments regarding this RFA and not requesting information or forms.) In your comments, please state that you are responding to the Regional Integrated Pest Management Centers RFA.

**EXECUTIVE SUMMARY:** NIFA announces the availability of grant funds and requests applications for the Regional Integrated Pest Management Centers Program (IPM Centers) for fiscal year (FY) 2011 to advance the NIFA priority area of Global Food Security and the goals of the National Roadmap for Integrated Pest Management (2004) ([www.nifa.usda.gov/nea/pest/in\\_focus/ipm\\_if\\_roadmap.html](http://www.nifa.usda.gov/nea/pest/in_focus/ipm_if_roadmap.html)), by establishing and maintaining information networks, building partnerships to address pest management challenges and opportunities, developing signature programs and fostering their sustainability, evaluating the impact of IPM implementation, communicating positive outcomes to key stakeholders, and managing funding resources effectively. The amount available for support of this program in FY 2011 is approximately **\$2,850,000**.

This notice identifies the objectives for IPM Center projects, the eligibility criteria for projects and applicants, and the application forms and associated instructions needed to apply for an IPM Centers grant. NIFA additionally requests stakeholder input from any interested party for use in the development of the next RFA for this program.

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## **PART I—FUNDING OPPORTUNITY DESCRIPTION**

### **A. Legislative Authority and Background**

Section 406 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA) (7 U.S.C. 7626), as reauthorized by Section 7306 of the Food, Conservation, and Energy Act of 2008 (FCEA) (Pub. L. 110-246), authorized the Secretary of Agriculture to establish a competitive grants program that provides funding for integrated, multifunctional agricultural research, extension, and education activities. Subject to the availability of appropriations to carry out this program, the Secretary may award grants to colleges and universities (as defined by section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) (7 U.S.C. 3103)), as amended, on a competitive basis for projects that address priorities in United States agriculture and involve integrated research, education, and extension activities, as determined by the Secretary in consultation with the National Agricultural Research, Extension, Education, and Economics Advisory Board (NAREEEAB).

Section 7129 of the FCEA amended section 406(b) of AREERA (7 U.S.C. 7626(b)), adding Hispanic-serving agricultural colleges and universities (HSACUs) as eligible entities for competitive funds awarded under this authority (see Part III.B. for more information).

Section 7206 of the Farm Security and Rural Investment Act of 2002 amended section 406(b) of AREERA to add the 1994 Land-Grant Institutions as eligible to apply for grants under this authority.

### **B. Purpose and Priorities**

In FY 2011, NIFA will provide funding for four (4) geographically-based Regional Integrated Pest Management Centers (IPM Centers) corresponding to the agency's four (4) administrative regions: North Central, Northeastern, Southern, and Western (a state/territory listing by region is provided at the end of Part I., B.) The overarching goals of the IPM Centers program are to improve the cost benefit analyses of adopting IPM practices and to reduce the environmental and human health risks associated with managing pests. Successful applicants to this program will demonstrate the capacity and commitment necessary to advance these goals, which were established to advance the NIFA priority area for Global Food Security and the National Roadmap for Integrated Pest Management (2004) ([www.nifa.usda.gov/nea/pest/in\\_focus/ipm\\_if\\_roadmap.html](http://www.nifa.usda.gov/nea/pest/in_focus/ipm_if_roadmap.html)), and evaluate the progress of this advancement. The NIFA priority area for Global Food Security supports new science to boost U.S. agricultural production, improve global capacity to meet the growing food demand, and foster innovation in fighting hunger by addressing food security for vulnerable populations. The IPM Roadmap addresses pest management needs for production agriculture; natural resources and recreational environments; and residential and public areas.

The IPM Centers will promote the development and implementation of IPM by facilitating collaboration across states, disciplines, and purposes. They will serve as focal points for regional pest management information networks, collaborative team building, and broad-based

stakeholder participation. The end result will be increased coordination of IPM research, education and extension efforts and enhanced responsiveness to critical, priority pest management and global food security challenges.

Although each IPM Center will have a focus within its region, it is anticipated that inter-regional collaboration and cooperation will be essential to ensure efficient use of resources and to take advantage of the unique strengths and priorities of each center and region. IPM Center Directors will be expected to participate in national coordination meetings with representatives from regional IPM research and extension committees, IPM-related programs and government agencies to harmonize regional needs and activities into a comprehensive nationally-coordinated program. Examples of the types of activities that may require inter-regional collaboration are the development of national Pest Management Strategic Plans, national Pest Alerts, Internet and database resources, evaluations of the impacts of IPM implementation on a regional and national scale, and support of the Pest Information Platform for Extension and Education (IPM-PIPE).

The four (4) IPM Centers awarded funding in FY 2011 will be expected to build on the successes and capacity developed by the IPM Centers funded in the previous funding cycle (FYs 2007-2010). An assessment of the first two years of an earlier funding cycle is available at [www.ipmcenters.org/IPMCenterReview2-06.pdf](http://www.ipmcenters.org/IPMCenterReview2-06.pdf). It is the intent of NIFA to conduct a review of the IPM Centers to assess the Center's configuration, performance, and engagement with other programs. Successful applicants are expected to participate in this review and prepare documentation and materials for the review. For the purpose of budget development, applicants are required to request funds for attending this review and preparing documentation and materials for the review.

Proposals submitted to the IPM Centers program should clearly describe a plan for achieving five ( 5) core objectives, which are to:

(1) Establish and Maintain Information Networks. Each IPM Center will be expected to organize and maintain multi-state information networks designed to provide pest managers, regulatory agencies, and policy makers with the information they need to make science-based decisions. The information networks will provide interactive communication and the exchange of information among IPM practitioners, researchers and extension specialists, government agencies and other program stakeholders. The information networks must engage Extension IPM programs and other IPM-related programs and expertise operating at the national, regional, state and local levels. The IPM Center should include active participation with eXtension Communities of Practice as information networks for delivery of IPM information to specific user groups (go to <http://about.extension.org> for additional information) at a national level.

The IPM Centers program encourages projects that develop content suitable for delivery through eXtension (<http://extension.org>). This content is for end users, as opposed to staff development, and must align with the eXtension Strategic Roadmap (available at <http://about.extension.org/wiki/Planning>). Applicants establishing new Communities of Practice (CoPs), or enhancing existing ones, that focus on pest management education and outreach

activities, must first follow the corresponding steps outlined by eXtension.org ([http://about.extension.org/wiki/NIFA\\_RFA\\_Information](http://about.extension.org/wiki/NIFA_RFA_Information)).

(2) Build Partnerships and Address Challenges and Opportunities. Each IPM Center will be expected to engage stakeholders in regional IPM needs identification and prioritization processes to focus its resources on addressing the identified priority needs. Each Center will establish broad-based stakeholder advisory and steering committees to provide an opportunity for research and extension experts, IPM practitioners and other stakeholders to identify and prioritize pest management needs, challenges and opportunities in the region. Input from a variety of other sources will be utilized in the prioritization process to ensure that a broad range of pest management needs are considered. Key sources of input are research and extension faculty; including state Extension IPM coordinators, multistate research and extension committees addressing pest management issues, members of IPM-related eXtension Communities of Practice, commodity associations and other groups representing end-users, and public interest groups. Documents such as Pest Management Strategic Plans ([www.ipmcenters.org/pmsp/index.cfm](http://www.ipmcenters.org/pmsp/index.cfm)) can serve as an excellent resource during the needs identification and prioritization process.

Each IPM Center should encourage greater adoption of sustainable IPM practices by working in partnership with government agencies, private sector organizations and academic institutions. Interagency cooperation and shared funding of priority projects is strongly encouraged. Examples of continuing opportunities during FY 2011 include working with USDA's Natural Resources Conservation Service to increase the ability of growers to gain access to conservation program resources that can help them implement IPM methods, working with the organics industry to address the pest management needs of organic producers, working with the Department of Housing and Urban Development to increase IPM implementation in public housing authorities, and working with Extension consumer horticulture Master Gardener programs to implement IPM programs for gardens, lawns and landscapes. Other examples of partnership opportunities include the National Plant Diagnostic Network, the Pesticide Safety Education Program, the Sustainable Agriculture Research and Education Program, and the U.S. Environmental Protection Agency (EPA's) Pesticide Environmental Stewardship Program.

(3) Develop Signature Global Food Security Programs and Foster Their Sustainability. Each IPM Center will be expected to promote and foster sustainable collaboration across state and organizational boundaries to respond to priority pest management challenges such as invasive species, endangered species, pest resistance, and impacts resulting from regulatory actions affecting pest management practices. These efforts should include leadership to develop and make sustainable IPM programs and activities conducted by public institutions and the private sector. Support should be provided for key management tools that help foster Global Food Security including the Pest Information Platform for Extension and Education (IPM-PIPE) and other high priorities for integrated pest management programs relevant to Global Food Security. In some situations, the IPM Center may be directly involved in responding to a high priority pest management challenge (e.g., by organizing workshops and training programs, developing Pest Alerts, or facilitating further development of mapping and modeling systems for the IPM-PIPE ([www.ipmpipe.org](http://www.ipmpipe.org))), while at other times the role of the IPM Center will be to enable its partners

to respond to challenges by bringing together needed expertise and organizations, identifying resources, and communicating plans and successes to appropriate audiences.

(4) Review and Evaluate Impacts of IPM Implementation and Communicate Successes. Each IPM Center will be expected to incorporate assessment and evaluation efforts to document the outcomes and impacts of its IPM implementation throughout its region, including the aggregation and synthesis of existing information and the generation of new information, and to communicate positive outcomes to key stakeholders, funding organizations and policy makers.

(5) Manage Funding Resources Effectively. Each IPM Center will be expected to establish a process for managing sub-awards made from NIFA funding provided through the IPM Center award, for managing the Regional IPM Competitive Grants Program with funds that reside at NIFA, and for facilitating the identification of regional priorities to be used in appropriate NIFA competitive grant programs or other federal programs. The management processes must ensure: a) the needs identification and prioritization process is kept separate from the funding process, b) that eligible applicants are notified of funding opportunities, and c) that funding is distributed in a fair and equitable fashion.

NIFA will give priority consideration to IPM Center proposals that:

1. Use novel approaches to address high priority IPM problems under the NIFA priority for Global Food Security and the National IPM Roadmap and to foster new collaborations between individuals and institutions;
2. Address the needs of under-served or hard-to-reach audiences;
3. Include collaboration with small- or mid-sized accredited colleges and universities, 1890 land-grant institutions, 1994 land-grant institutions, Hispanic-serving institutions, Hispanic-serving Agricultural Colleges and universities, and/or other institutions that serve high-risk, underserved, or hard-to-reach audiences, or international partnerships that contribute to or support U.S. pest management issues;
4. Successfully integrate research, education, and extension components into the proposed work;
5. Successfully integrate multiple pest disciplines in the management and execution of IPM Center programs; and
6. Complement other NIFA-funded IPM programs and appropriate areas within the AFRI foundational and challenge area competitive programs.

The following websites may serve as useful resources in developing an IPM Center proposal:

1. Regional Integrated Pest Management Centers ([www.ipmcenters.org](http://www.ipmcenters.org));
2. National Plant Diagnostic Network ([www.npdn.org/](http://www.npdn.org/));



3. NIFA Pest Management Programs ([www.nifa.usda.gov/nea/pest/pest.cfm](http://www.nifa.usda.gov/nea/pest/pest.cfm));
4. USDA Office of Pest Management Policy ([www.ars.usda.gov/opmp/](http://www.ars.usda.gov/opmp/));
5. Pesticide Environmental Stewardship Program ([www.epa.gov/pesp/pesp/](http://www.epa.gov/pesp/pesp/));
6. Sustainable Agriculture Research and Education Program ([www.sare.org](http://www.sare.org));
7. Pesticide Safety Education Program  
([www.nifa.usda.gov/nea/pest/part/pesticides\\_part\\_psep.html](http://www.nifa.usda.gov/nea/pest/part/pesticides_part_psep.html));
8. IR-4 Project (<http://ir4.rutgers.edu/>);
9. Federal IPM Coordinating Committee ([www.ipm.gov](http://www.ipm.gov));
10. Extension Master Gardeners ([www.extension.org/mastergardener](http://www.extension.org/mastergardener));
11. The Prevention, Avoidance, Monitoring and Suppression approach  
([www.ipmcenters.org/Docs/PAMS.pdf](http://www.ipmcenters.org/Docs/PAMS.pdf)); and
12. The Pest Information Platform for Extension and Education ([www.sbrusa.net/](http://www.sbrusa.net/)).

**List of States and Territories by Region:**

**North Central:** Illinois, Indiana, Iowa, Kansas, Michigan, Minnesota, Missouri, Nebraska, North Dakota, Ohio, South Dakota, and Wisconsin.

**Northeastern:** Connecticut, Delaware, Maine, Maryland, Massachusetts, New Hampshire, New Jersey, New York, Pennsylvania, Rhode Island, Vermont, Washington, D.C., and West Virginia.

**Southern:** Alabama, Arkansas, Florida, Georgia, Kentucky, Louisiana, Mississippi, North Carolina, Oklahoma, Puerto Rico, South Carolina, Tennessee, Texas, Virginia, and Virgin Islands.

**Western:** Alaska, American Samoa, Arizona, California, Colorado, Federated States of Micronesia, Guam, Hawaii, Idaho, Montana, Nevada, New Mexico, Northern Marianas, Oregon, Utah, Washington, and Wyoming.

**C. Program Area Description**

Approximately **\$2,850,000** is available to fund four (4) equally-funded grants for Regional IPM Centers, one in each of its administrative regions: North Central, Northeastern, Southern, and Western for an 18 month project period (with a 12 month budget).

## **PART II—AWARD INFORMATION**

### **A. Available Funding**

There is no commitment by USDA to fund any particular application. In FY 2011, approximately **\$2,850,000** is available to fund applications. NIFA will award a total of four (4) equally-funded grants for Regional IPM Centers, one in each of its administrative regions: North Central, Northeastern, Southern, and Western.

Awards issued as a result of this RFA will have designated the Automated Standard Applications for Payment System (ASAP), operated by the Department of Treasury's Financial Management Service, as the payment system for funds. For more information see [www.nifa.usda.gov/business/method\\_of\\_payment.html](http://www.nifa.usda.gov/business/method_of_payment.html).

### **B. Types of Applications**

In FY 2011, applications must be submitted as new requests to the IPM Centers program.

**New application.** This is a project application that has not been previously submitted to the IPM Centers program. All new applications will be reviewed competitively using the selection process and evaluation criteria described in Part V—Application Review Requirements.

### **C. Project Types**

In FY 2011, new applications should be submitted for an 18 month project (with a 12 month budget).

## **PART III—ELIGIBILITY INFORMATION**

### **A. Eligible Applicants**

Applications may be submitted by colleges and universities (as defined in section 1404 of NARETPA) (7 U.S.C. 3103). Section 1404 of NARETPA was amended by section 7101 of the Food, Conservation, and Energy Act of 2008 (FCEA) to define Hispanic-serving Agricultural Colleges and Universities (HSACUs) (see Part III, B. and Part VIII, E. for more information), and to include research foundations maintained by eligible colleges or universities.

For the purposes of this program, the terms “college” and “university” mean an educational institution in any state which (1) admits as regular students only persons having a certificate of graduation from a school providing secondary education, or the recognized equivalent of such a certificate; (2) is legally authorized within such state to provide a program of education beyond secondary education; (3) provides an educational program for which a bachelor’s degree or any other higher degree is awarded; (4) is a public or other nonprofit institution; and (5) is accredited by a nationally recognized accrediting agency or association. Applications also may be submitted by 1994 Land-Grant Institutions (see Part VIII, E.), HSACUs, and research foundations maintained by eligible colleges or universities.

Award recipients may subcontract to organizations not eligible to apply provided such organizations are necessary for the conduct of the project. An applicant’s failure to meet an eligibility criterion by the time of an application deadline may result in the application being excluded from consideration or, even though an application may be reviewed, will preclude NIFA from making an award.

### **B. Hispanic-serving Agricultural Colleges and Universities**

Section 7101 of the Food, Conservation, and Energy Act of 2008 amended section 1404 of the National Agricultural Research, Extension, and Teaching Policy Act of 1977 (NARETPA) to add a new group of cooperating institutions, Hispanic-serving Agricultural Colleges and Universities (HSACUs). HSACUs are colleges and universities that qualify as Hispanic-serving Institutions (HSIs) and offer associate, bachelors, or other accredited degree programs in agriculture-related fields. HSACUs do not include 1862 land-grant institutions.

Pursuant to section 406 of the Agricultural Research, Extension, and Education Reform Act of 1998 (AREERA), 7 U.S.C. 7626, Integrated Research, Education, and Extension Competitive Grants Program, all four (4) year HSIs are eligible to apply for a grant under the IPM Centers program. Two year HSIs, however, may be eligible to apply only upon a determination by NIFA that the institution offers an associate or other accredited degree programs in agriculture-related fields. To seek an eligibility determination for grants under this RFA, two year HSIs may submit a one-page request to NIFA certifying that they are a Hispanic-serving institution, as defined in section 502 of the Higher Education Act of 1965 (20 U.S.C. 1101a), and providing a justification that they do offer associate or other accredited degree programs in agriculture-related fields. Eligibility determinations are valid for FY 2011 only and must be renewed every fiscal year.

HSIs that seek a determination of eligibility may submit a request before the application due date to [HSACU@nifa.usda.gov](mailto:HSACU@nifa.usda.gov) directly or as a PDF attachment to the SF-424-R&R application package submitted through Grants.gov.

Additional questions on HSACU eligibility can be addressed to Dr. Irma Lawrence, HSI National Program Leader, at [ilawrence@nifa.usda.gov](mailto:ilawrence@nifa.usda.gov), (202) 720-2082, or via fax (202) 720-3398. HSIs that seek a determination of eligibility may submit a request before the application deadline date to Dr. Lawrence directly or as a portable document format (PDF) attachment to the SF-424 (R&R) application package submitted through Grants.gov. The request should document that the HSI: 1) qualifies as a Hispanic-serving institution; 2) offers accredited degree programs in agriculture-related fields; and 3) is not an 1862 Land-Grant institution.

### **C. Cost Sharing or Matching**

If a grant provides a particular benefit to a specific agricultural commodity, the grant recipient is required to match the USDA funds awarded on dollar-for-dollar basis from non-Federal sources with cash and in-kind contributions (see Part IV, B. 6. for details).

NIFA may waive the matching funds requirement for a grant if NIFA determines that: (a) the results of the project, while of particular benefit to a specific agricultural commodity, are likely to be applicable to agricultural commodities generally; or (b) the project involves a minor commodity, the project deals with scientifically important research, and the grant recipient is unable to satisfy the matching funds requirement.

## PART IV—APPLICATION AND SUBMISSION INFORMATION

### A. Electronic Application Package

Only electronic applications may be submitted via Grants.gov to NIFA in response to this RFA. **Applicants are advised to submit early to the Grants.gov system.**

#### New Users of Grants.gov

Prior to preparing an application, it is suggested that the PD/PI first contact an Authorized Representative (AR) (also referred to as Authorized Organizational Representative or AOR) to determine if the organization is prepared to submit electronic applications through Grants.gov. If the organization is not prepared (e.g., the institution/organization is new to the electronic grant application process through Grants.gov), then the one-time registration process must be completed PRIOR to submitting an application. It can take as much as two weeks to complete the registration process so it is critical to begin as soon as possible. In such situations the AR should go to **“Get Registered” on the Grants.gov left navigation bar (or go to [www.grants.gov/applicants/get\\_registered.jsp](http://www.grants.gov/applicants/get_registered.jsp)) for information on registering the institution/organization with Grants.gov. A quick reference guide listing the steps is available as a 4-page PDF document at the following website: [www.grants.gov/section910/Grants.govRegistrationBrochure.pdf](http://www.grants.gov/section910/Grants.govRegistrationBrochure.pdf).**

#### Steps to Obtain Application Package Materials

The steps to access application materials are as follows:

1. In order to access, complete and submit applications, applicants must download and install a version of Adobe Reader compatible with Grants.gov. This software is essential to apply for NIFA Federal assistance awards. For basic system requirements and download instructions, please see [www.grants.gov/help/download\\_software.jsp](http://www.grants.gov/help/download_software.jsp). To verify that you have a compatible version of Adobe Reader, Grants.gov established a test package that will assist you in making that determination. Grants.gov Adobe Versioning Test Package: [www.grants.gov/applicants/AdobeVersioningTestOnly.jsp](http://www.grants.gov/applicants/AdobeVersioningTestOnly.jsp).
2. The application package must be obtained via Grants.gov, go to [www.grants.gov](http://www.grants.gov), click on “Apply for Grants” in the left-hand column, click on **“Step 1: Download a Grant Application Package and Instructions,”** enter the funding opportunity number **“USDA-NIFA-ICGP-003498”** in the appropriate box and click “Download Package.” From the search results, click “Download” to access the application package.

Contained within the application package is the “NIFA Grants.gov Application Guide: A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This Guide contains an introduction and general Grants.gov instructions, information about how to use a Grant Application Package in Grants.gov, and instructions on how to complete the application forms.

**If assistance is needed to access the application package** (e.g., downloading or navigating Adobe forms), **or submitting the application** then refer to resources available on the Grants.gov Web site first ([www.grants.gov/](http://www.grants.gov/)). Grants.gov assistance is also available as follows:

Grants.gov customer support

Toll Free: 1-800-518-4726

Business Hours: 24 hours a day, 7 days a week. Closed on [Federal Holidays](#).

Email: [support@grants.gov](mailto:support@grants.gov)

See [www.nifa.usda.gov/funding/electronic.html](http://www.nifa.usda.gov/funding/electronic.html) for additional resources for applying electronically.

## **B. Content and Form of Application Submission**

Electronic applications should be prepared following Parts V and VI of the document entitled “A Guide for Preparation and Submission of NIFA Applications via Grants.gov.” This guide is part of the corresponding application package (see Section A. of this Part). The following is **additional information** needed in order to prepare an application in response to this RFA. **If there is discrepancy between the two documents, the information contained in this RFA is overriding.**

Note the attachment requirements (e.g., portable document format) in Part III section 3. of the Guide. **ANY PROPOSALS CONTAINING NON-PDF DOCUMENTS WILL BE AT RISK OF BEING EXCLUDED FROM NIFA REVIEW.** Partial applications will be excluded from NIFA review. With documented prior approval, resubmitted applications will be accepted until close of business on the closing date in the RFA.

**If you do not own PDF-generating software, Grants.gov provides online tools to assist applicants. Users will find a link to “Convert Documents to PDF” on <http://grants.gov/assets/PDFConversion.pdf>.**

**For any questions related to the preparation of an application** please review the NIFA Grants.gov Application Guide and the applicable request for applications. If assistance is still needed for preparing application forms content, contact:

- Email: [electronic@nifa.usda.gov](mailto:electronic@nifa.usda.gov)
- Phone: 202-401-5048
- Business hours: Monday through Friday, 7:00 am – 5:00 pm Eastern Time, excluding Federal holidays.

### **1. SF 424 R&R Cover Sheet**

Information related to the questions on this form is dealt with in detail in Part V, 2. of the NIFA Grants.gov Application Guide.

## **2. SF 424 R&R Project/Performance Site Location(s)**

Information related to the questions on this form is dealt with in detail in Part V, 3. of the NIFA Grants.gov Application Guide.

## **3. R&R Other Project Information Form**

Information related to the questions on this form is dealt with in detail in Part V, 4. of the NIFA Grants.gov Application Guide.

a. Field 7. Project Summary/Abstract. The summary should also include the relevance of the project to the goals and objectives of the IPM Centers program. A suggested template for the Project Summary/Abstract can be found at:

[www.nifa.usda.gov/funding/templates/project\\_summary.doc](http://www.nifa.usda.gov/funding/templates/project_summary.doc) .

b. Field 8. Project Narrative.

PLEASE NOTE: The Project Narrative shall not exceed eighteen (18) single-spaced pages of written text including figures and tables using 12 point font. This maximum has been established to ensure fair and equitable competition. The Project Narrative must include all of the following:

- (1) Identify the mission and goals of the proposed IPM Center;
- (2) Identify the Director and other key personnel (or positions) of the IPM Center;
- (3) Describe the management process the IPM Center will use (if funded) to: a) establish broad-based advisory and steering committees that represent the diversity of capabilities, institutions and pest management issues found in the region, b) involve other stakeholders and partner institutions in its operations through working groups and other mechanisms, c) identify program needs and establish priorities, and d) develop a strategic plan that will be followed to address regional priorities (once they are established) and achieve the goals and core objectives identified in this request for proposals;
- (4) Present a plan for establishing and maintaining interactive information networks that cross traditional institutional, disciplinary, programmatic and geographic boundaries to address regional IPM priorities. The information network should provide a mechanism to develop and review science and regulatory documents and to share current pest management information with pest managers and other stakeholders. The need for links to other regional or national information systems should be identified;
- (5) Present a plan for developing signature Global Food Security programs and fostering their sustainability;
- (6) Present a plan for reviewing and evaluating impacts of IPM research, extension and implementation throughout the region and for communicating positive outcomes and impacts to key stakeholders, funding organizations and policy makers;

(7) Describe the process that will be used to ensure effective management of IPM Center resources. Specifically address the approach that will be used to ensure that a fair and open decision-making process will be used to solicit and select potential applicants for funding opportunities; and

(8) Provide a plan, including milestones, to assess progress and accomplishments throughout the project.

#### **4. R&R Senior/Key Person Profile (Expanded)**

Information related to the questions on this form is dealt with in detail in Part V, 5. of the NIFA Grants.gov Application Guide. A Senior/Key Person Profile should be completed for the PD and each co-PD, senior associate, and other professional personnel.

(1) Attach Biographical Sketch – **PDF Attachment. 2-Page Limit (excluding publications listings) per PD, co-PD, senior associate, and other professional personnel.** Title the attachment as ‘Biographical Sketch’ in the document header and save file as ‘Biographical Sketch – person’s name’.

(2) Attach Current and Pending Support – **PDF Attachment. No Page Limit.** Current and Pending Support information is only required for personnel with PD or co-PD indicated as their Project Role on the R&R Senior/Key Person Profile. All applications must contain a list of all Current and Pending Support detailing public or private support (including in-house support) to which personnel identified in the application have committed portions of their time, whether or not salary support for person(s) involved is included in the budget, see template. Please note that the project being proposed should be included in the pending section of the form. Total project time listed for each PD should be indicated as a percent effort and not exceed 100% for concurrent projects. Title the attachment as ‘Current and Pending Support’ in the document header and save file as ‘Current and Pending Support – person’s name’. A suggested template for the Current and Pending Support can be found at:

[www.nifa.usda.gov/funding/templates/current\\_pending.doc](http://www.nifa.usda.gov/funding/templates/current_pending.doc).

#### **5. R&R Personal Data**

As noted in Part V, 6. of the NIFA Grants.gov Application Guide, the submission of this information is voluntary and is not a precondition of award.

#### **6. R&R Budget**

Information related to the questions on this form is dealt with in detail in Part V, 7. of the NIFA Grants.gov Application Guide.

Applicants should submit a proposed budget for a one (1) year period. Please be aware that although the project period will be 18 months, the proposed budget should be submitted for 12 months of expenses.

**In an effort to alleviate the administrative burden and expedite the awards process, NIFA may agree to modify the requirements for the administration of the Regional Integrated**



**Pest Management Centers award. NIFA must approve the process that will be used to solicit and evaluate proposals prior to the release of requests for applications or funds for sub-awards. When the sub-award process has been approved by NIFA, the grantee will no longer be required to submit proposals and budgets for sub-awards to NIFA for approval.** At least one member of each successful IPM Center team must attend tri-annual leadership meetings to report on IPM Center activities. Reasonable travel expenses may be claimed as part of the project budget.

### **Additional Budget Information**

It is the intent of NIFA to conduct a review of the IPM Centers to assess the Center's configuration, performance, and engagement with other programs. Successful applicants are expected to participate in this review and prepare documentation and materials for the review.

For the purpose of budget development, applicants are required to request funds for reasonable costs for attending this review and preparing documentation and materials for the review. The request for these funds should be clearly indicated in the budget narrative section of the application.

**Matching.** If an applicant concludes that matching funds are not required as specified under Part III, C. Cost-Sharing or Matching, a justification should be included in the budget narrative. NIFA will consider this justification when ascertaining final matching requirements or in determining if required matching can be waived. NIFA retains the right to make final determinations regarding matching requirements.

For those grants requiring matching funds as specified under Part III, C., the budget narrative should include written verification of commitments of matching support (including both cash and in-kind contributions) from third parties. Written verification means:

- (a) For any third party cash contributions, a separate pledge agreement for each donation, signed by the authorized representatives of the donor organization (and the applicant organization ONLY if provided after submission of the application), which must include: (1) The name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) the dollar amount of the cash donation (the budget narrative must describe how the cash donation will be used on the project); (5) a statement that the donor will pay the cash contribution during the grant period; and (6) whether the applicant can designate cash as the applicant deems necessary or the cash contribution has been designated to a particular budget item;
- (b) For any third party in-kind contributions, a separate pledge agreement for each contribution, signed by the authorized representatives of the donor organization (and the applicant organization ONLY if provided after submission of the application), must include: (1) The name, address, and telephone number of the donor; (2) the name of the applicant organization; (3) the title of the project for which the donation is made; (4) a good faith estimate of the current fair market value of the third party in kind contribution and a description of how the fair market value was determined; and (5) a statement that the donor will make the contribution during the grant period.

The sources and amount of all matching support from outside the applicant institution should be summarized on a separate page and placed in the proposal as part of the Budget Narrative. All pledge agreements must be placed in the proposal immediately following the summary of matching support.

## **7. Supplemental Information Form**

Information related to the questions on this form is dealt with in detail in Part VI, 1. of the NIFA Grants.gov Application Guide.

- a. a. Field 2. Program Code. Enter the program code name “**IPM Centers**” and the program code “**112.D**”.
- b. Field 8. Conflict of Interest List. A suggested template for the Conflict of Interest List can be found at: [www.nifa.usda.gov/funding/templates/conflict\\_of\\_interest.doc](http://www.nifa.usda.gov/funding/templates/conflict_of_interest.doc).

## **C. Submission Dates and Times**

**Instructions for submitting an application are included in Part IV, Section 1.9 of the NIFA Grants.gov Application Guide.**

Applications must be received by Grants.gov by COB on **August 19, 2011 (5:00 p.m. Eastern Time)**. Applications received after this deadline will normally not be considered for funding.

**Applicants who have problems with the submission of an application to Grants.gov are encouraged to FIRST contact the Grants.gov Help Desk to resolve any problems. Keep a record of any such correspondence. See Part IV. A. for Grants.gov contact information.**

Correspondence regarding submitted applications will be sent using e-mail. Therefore, applicants are strongly encouraged to provide accurate e-mail addresses, where designated, on the SF-424 R&R Application for Federal Assistance.

If the AR has not received correspondence **from NIFA** regarding a submitted application within 15 days of the established deadline, please contact the Program Contact identified in Part VII of the applicable RFA and request the proposal number assigned to the application. **Failure to do so may result in the application not being considered for funding by the peer review panel. Once the application has been assigned a proposal number, this number should be cited on all future correspondence.**

## **D. Funding Restrictions**

Section 7132 of the Food, Conservation, and Energy Act of 2008, amended the National Agriculture Research, Extension, and Teaching Policy Act of 1977 (7 U.S.C. 3310(a)), limiting indirect costs to 22 percent of the total Federal funds provided under each award. Therefore, when preparing budgets, applicants should limit their requests for recovery of indirect costs to the lesser of their institution’s official negotiated indirect cost rate or the equivalent of 22 percent

of total Federal funds awarded. If no rate has been established the applicant may indicate "None—will negotiate" and a reasonable dollar amount for indirect costs may be requested, which will be subject to approval by USDA. In the latter case, if a proposal is recommended for funding, an indirect cost rate proposal must be submitted prior to the award to support the amount of indirect costs requested. NIFA will request an indirect cost rate proposal and provide instructions, as necessary. An applicant may elect not to charge indirect costs and, instead, use all grant funds for direct costs. If indirect costs are not charged, the phrase "None requested" should be written in this space.

The maximum allowed indirect cost of 22 percent may be claimed under the Federal portion of the award, or the maximum allowed indirect cost of 22 percent may be claimed as matching contributions (if no indirect costs are requested). However, the maximum allowed indirect cost of 22 percent may not be claimed on both the Federal portion of the award and as matching contributions. (Note: An awardee may, as an example, request 11 percent of indirect costs on both the Federal portion of the award and as matching contributions. Or, an awardee may request any other, similar percentage combination that, when combined, does not exceed the 22 percent maximum indirect cost allowed.) **Nevertheless, the total combined percent of requested and contributed matching indirect costs cannot exceed 22%.**

NIFA has determined that grant funds awarded under this authority may not be used for the renovation or refurbishment of research, education, or extension space; the purchase or installation of fixed equipment in such space; or the planning, repair, rehabilitation, acquisition, or construction of buildings or facilities.

## **E. Other Submission Requirements**

The applicant should follow the submission requirements noted in the document entitled "A Guide for Preparation and Submission of NIFA Applications via Grants.gov."

Described below are the requirements for successful submission of an application, all of the following steps must be met for an application to be considered for peer review:

- 1) Meeting the deadline: To electronically send the application to Grants.gov the submit button is pressed, which triggers a date and time stamp on the application. The date and time stamp is used to determine whether the application was received by Grants.gov before the deadline, which is prior to close of business (5:00 p.m. Eastern Time) on **August 19, 2011**. An application submitted or resubmitted after the deadline is late. Consideration of late applications is only given in extenuating circumstances (e.g., natural disasters, confirmed Grants.gov outage) with proper documentation and support of the Agency Contact (see Part VII). The occurrence of one of these situations does not automatically ensure that a late application will be accepted. If an applicant wants a late application considered under an extenuating circumstance, the applicant should contact the Agency Contact accordingly.
- 2) Successful Grants.gov validation: The Grants.gov system performs a limited check of the application, and applicants are notified by Grants.gov of the outcome of the initial

review. Applications meeting Grants.gov requirements are made available to the funding agency for further processing. Applications that fail Grants.gov validation may be resubmitted to Grants.gov if the original agency deadline has not passed. (Note that the Grants.gov system may allow applications to be submitted after the deadline has passed, but the application is considered late by NIFA.)

- 3) Successful Agency validation: NIFA staff performs precursory review of the application. The agency validation process includes, for example, meeting eligibility requirements and following agency application guidelines (e.g., formatting, page limitations, limits on budget requests). Applicants are notified by NIFA of the outcome of this review.

## **PART V—APPLICATION REVIEW REQUIREMENTS**

### **A. General**

Each application will be evaluated in a 2-part process. First, each application will be screened to ensure that it meets the administrative requirements as set forth in this RFA. Second, applications that meet these requirements will be technically evaluated by a review panel.

Reviewers will be selected based upon training and experience in relevant scientific, extension, or education fields, taking into account the following factors: (a) The level of relevant formal scientific, technical education, or extension experience of the individual, as well as the extent to which an individual is engaged in relevant research, education, or extension activities; (b) the need to include as reviewers experts from various areas of specialization within relevant scientific, education, or extension fields; (c) the need to include as reviewers other experts (e.g., producers, range or forest managers/operators, and consumers) who can assess relevance of the applications to targeted audiences and to program needs; (d) the need to include as reviewers experts from a variety of organizational types (e.g., colleges, universities, industry, state and Federal agencies, private profit and non-profit organizations) and geographic locations; (e) the need to maintain a balanced composition of reviewers with regard to minority and female representation and an equitable age distribution; and (f) the need to include reviewers who can judge the effective usefulness to producers and the general public of each application.

### **B. Evaluation Criteria**

The evaluation criteria below will be used in reviewing applications submitted in response to this RFA (100 points):

1. Relevance of the proposal to the accomplishment of program goals and core objectives, as described in Part I, B. (25 points);
2. Adequacy of the proposal response to items listed in the Project Narrative [Part IV, B., 3.,b.], including the configuration of the proposed IPM Center and its potential to engage with IPM stakeholders and other IPM-related programs (25 points);
3. Quality and extent of stakeholder involvement in proposal development, and probability that stakeholders will participate in IPM Center programming (substantiated by letters of support included in the “Collaborative Arrangements” portion of the application) (20 points);
4. Capacity to address the needs of under-served audiences (15 points);
5. Capacity of host institution(s) to provide support, including commitment to IPM programs and history of regional engagement and leadership in IPM (5 points);
6. Experience, accomplishments and time commitments of key project personnel (5 points); and

7. Appropriateness of requested budget (5 points).

### **C. Conflicts of Interest and Confidentiality**

During the peer evaluation process, extreme care will be taken to prevent any actual or perceived conflicts of interest that may impact review or evaluation. For the purpose of determining conflicts of interest, the academic and administrative autonomy of an institution shall be determined by reference to the current Higher Education Directory, published by Higher Education Publications, Inc., 6400 Arlington Boulevard, Suite 648, Falls Church, Virginia 22042. Phone: (703) 532-2300. Web site: [www.hepinc.com](http://www.hepinc.com).

Names of submitting institutions and individuals, as well as application content and peer evaluations, will be kept confidential, except to those involved in the review process, to the extent permitted by law. In addition, the identities of peer reviewers will remain confidential throughout the entire review process. Therefore, the names of the reviewers will not be released to applicants.

### **D. Organizational Management Information**

Specific management information relating to an applicant shall be submitted on a one time basis, with updates on an as needed basis, as part of the responsibility determination prior to the award of a grant identified under this RFA, if such information has not been provided previously under this or another NIFA program. NIFA will provide copies of forms recommended for use in fulfilling these requirements as part of the preaward process. Although an applicant may be eligible based on its status as one of these entities, there are factors which may exclude an applicant from receiving Federal financial and nonfinancial assistance and benefits under this program (e.g., debarment or suspension of an individual involved or a determination that an applicant is not responsible based on submitted organizational management information).

## **PART VI—AWARD ADMINISTRATION**

### **A. General**

Within the limit of funds available for such purpose, the awarding official of NIFA shall make grants to those responsible, eligible applicants whose applications are judged most meritorious under the procedures set forth in this RFA. The date specified by the awarding official of NIFA as the effective date of the grant shall be no later than September 30 of the Federal fiscal year in which the project is approved for support and funds are appropriated for such purpose, unless otherwise permitted by law. It should be noted that the project need not be initiated on the grant effective date, but as soon thereafter as practical so that project goals may be attained within the funded project period. All funds granted by NIFA under this RFA shall be expended solely for the purpose for which the funds are granted in accordance with the approved application and budget, the regulations, the terms and conditions of the award, the applicable Federal cost principles, and the Department's assistance regulations (parts 3015 and 3019 of 7 CFR).

### **B. Award Notice**

The award document will provide pertinent instructions and information including, at a minimum, the following:

- (1) Legal name and address of performing organization or institution to whom the Director has issued an award under the terms of this request for applications;
- (2) Title of project;
- (3) Name(s) and institution(s) of PDs chosen to direct and control approved activities;
- (4) Identifying award number assigned by the Department;
- (5) Project period, specifying the amount of time the Department intends to support the project without requiring recompetition for funds;
- (6) Total amount of Departmental financial assistance approved by the Director during the project period;
- (7) Legal authority(ies) under which the award is issued;
- (8) Appropriate Catalog of Federal Domestic Assistance (CFDA) number;
- (9) Applicable award terms and conditions (see [www.nifa.usda.gov/business/awards/awardterms.html](http://www.nifa.usda.gov/business/awards/awardterms.html) to view NIFA award terms and conditions);

(10) Approved budget plan for categorizing allocable project funds to accomplish the stated purpose of the award; and

(11) Other information or provisions deemed necessary by NIFA to carry out its respective awarding activities or to accomplish the purpose of a particular award.

### **C. Administrative and National Policy Requirements**

Several Federal statutes and regulations apply to grant applications considered for review and to project grants awarded under this program. These include, but are not limited to:

7 CFR Part 1, subpart A—USDA implementation of the Freedom of Information Act.

7 CFR Part 3—USDA implementation of OMB Circular No. A-129 regarding debt collection.

7 CFR Part 15, subpart A—USDA implementation of Title VI of the Civil Rights Act of 1964, as amended.

7 CFR Part 331 and 9 CFR Part 121—USDA implementation of the Agricultural Bioterrorism Protection Act of 2002.

7 CFR Part 3015—USDA Uniform Federal Assistance Regulations, implementing OMB directives (i.e., OMB Circular Nos. A-21 and A-122 (2 CFR Parts 220 and 230), and incorporating provisions of 31 U.S.C. 6301-6308 (formerly the Federal Grant and Cooperative Agreement Act of 1977, Pub. L. No. 95-224)), as well as general policy requirements applicable to recipients of Departmental financial assistance.

7 CFR Part 3017—USDA implementation of Governmentwide Debarment and Suspension (Nonprocurement).

7 CFR Part 3018—USDA implementation of Restrictions on Lobbying. Imposes prohibitions and requirements for disclosure and certification related to lobbying on recipients of Federal contracts, grants, cooperative agreements, and loans.

7 CFR Part 3019—USDA implementation of OMB Circular A-110, Uniform Administrative Requirements for Grants and Other Agreements With Institutions of Higher Education, Hospitals, and Other Nonprofit Organizations (2 CFR Part 215).

7 CFR Part 3021—Governmentwide Requirements for Drug-Free Workplace (Financial Assistance).

7 CFR Part 3052—USDA implementation of OMB Circular No. A-133, Audits of States, Local Governments, and Nonprofit Organizations.



7 CFR Part 3407—CSREES procedures to implement the National Environmental Policy Act of 1969, as amended.

7 CFR 3430—Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions.

29 U.S.C. 794 (section 504, Rehabilitation Act of 1973) and 7 CFR Part 15b (USDA implementation of statute) —prohibiting discrimination based upon physical or mental handicap in Federally assisted programs.

35 U.S.C. 200 et seq. —Bayh Dole Act, controlling allocation of rights to inventions made by employees of small business firms and domestic nonprofit organizations, including universities, in Federally assisted programs (implementing regulations are contained in 37 CFR Part 401).

#### **D. Expected Program Outputs and Reporting Requirements**

Grantees are to submit initial project information and annual and summary reports to NIFA's electronic, Web-based inventory system that facilitates both grantee submissions of project outcomes and public access to information on Federally-funded projects. The details of these reporting requirements are included in the award terms and conditions.

## **PART VII—AGENCY CONTACT**

Applicants and other interested parties are encouraged to contact Dr. Herbert Bolton, National Program Leader, Institute of Food Production and Sustainability, National Institute of Food and Agriculture, USDA; STOP 2240, 1400 Independence Ave., SW, Washington, DC 20250-2240, telephone: (202) 401-4201; fax: (202) 401-1782; e-mail: [hbolton@nifa.usda.gov](mailto:hbolton@nifa.usda.gov).

## **PART VIII—OTHER INFORMATION**

### **A. Access to Review Information**

Copies of reviews, not including the identity of reviewers, and a summary of the panel comments will be sent to the applicant PD after the review process has been completed.

### **B. Use of Funds; Changes**

#### **1. Delegation of Fiscal Responsibility**

Unless the terms and conditions of the award state otherwise, the awardee may not in whole or in part delegate or transfer to another person, institution, or organization the responsibility for use or expenditure of award funds.

#### **2. Changes in Project Plans**

a. The permissible changes by the awardee, PD(s), or other key project personnel in the approved project shall be limited to changes in methodology, techniques, or other similar aspects of the project to expedite achievement of the project's approved goals. If the awardee or the PD(s) is uncertain as to whether a change complies with this provision, the question must be referred to the Authorized Departmental Officer (ADO) for a final determination. The ADO is the signatory of the award document, not the program contact.

b. Changes in approved goals or objectives shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes. In no event shall requests for such changes be approved which are outside the scope of the original approved project.

c. Changes in approved project leadership or the replacement or reassignment of other key project personnel shall be requested by the awardee and approved in writing by the ADO prior to effecting such changes.

d. Transfers of actual performance of the substantive programmatic work in whole or in part and provisions for payment of funds, whether or not Federal funds are involved, shall be requested by the awardee and approved in writing by the ADO prior to effecting such transfers, unless prescribed otherwise in the terms and conditions of the award.

e. The project period may be extended by NIFA without additional financial support, for such additional period(s) as the ADO determines may be necessary to complete or fulfill the purposes of an approved project, but in no case shall the total project period exceed any applicable statutory limit or expiring appropriation limitation. Any extension of time shall be conditioned upon prior request by the awardee and approval in writing by the ADO, unless prescribed otherwise in the terms and conditions of award.

f. Changes in Approved Budget: Unless stated otherwise in the terms and conditions of award, changes in an approved budget must be requested by the awardee and approved in writing by the ADO prior to instituting such changes, if the revision will involve transfers or expenditures of amounts requiring prior approval as set forth in the applicable Federal cost principles, Departmental regulations, or award.

### **C. Confidential Aspects of Applications and Awards**

When an application results in an award, it becomes a part of the record of NIFA transactions, available to the public upon specific request. Information that the Secretary determines to be of a confidential, privileged, or proprietary nature will be held in confidence to the extent permitted by law. Therefore, any information that the applicant wishes to have considered as confidential, privileged, or proprietary should be clearly marked within the application. The original copy of an application that does not result in an award will be retained by the Agency for a period of three years. Other copies will be destroyed. Such an application will be released only with the consent of the applicant or to the extent required by law. An application may be withdrawn at any time prior to the final action thereon.

### **D. Regulatory Information**

For the reasons set forth in the final Rule related Notice to 7 CFR part 3015, subpart V (48 FR 29114, June 24, 1983), this program is excluded from the scope of the Executive Order 12372 which requires intergovernmental consultation with State and local officials. Under the provisions of the Paperwork Reduction Act of 1995 (44 U.S.C. chapter 35), the collection of information requirements contained in this Notice have been approved under OMB Document No. 0524-0039.

### **E. Definitions**

Please refer to [7 CFR 3430, Competitive and Noncompetitive Non-formula Grant Programs--General Grant Administrative Provisions](#), for the applicable definitions for this NIFA grant program.